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## **INSTRUCTIONAL MATERIALS FUNDING REALIGNMENT PROGRAM (IMFRP)** **Instructions for Petition Request: Assessment Data Templates**

Local Education Agencies (LEAs) submitting an instructional materials petition to the State Board of Education to use non-adopted materials under the Instructional Materials Funding Realignment Program must include completed versions of the following assessment data forms. This data is used by the State Board in evaluating each petition request.

All LEAs submitting an IMFRP petition must complete:

- ◆ **Petition Request (form PR-1)**, along with required narratives (see page 2 of the form for a list of required attachments)
- ◆ **API Data Summary Form**
- ◆ **API Growth Chart**

For LEAs submitting a petition to use non-adopted materials in *Reading/Language Arts* or *History Social Science*:

- ◆ **All Students-School Reading** (petitioner must provide a completed copy of this form for each school covered under the petition request)
- ◆ **Subgroup: Economically Disadvantaged-School Reading** (again, a copy must be completed for each school covered by the petition)

For LEAs submitting a petition to use non-adopted materials in *Mathematics* or *Science*:

- ◆ **All Students-School Math** (petitioner must provide a completed copy of this form for each school covered under the petition request)
- ◆ **Subgroup: Economically Disadvantaged-School Math** (again, a copy must be completed for each school covered by the petition)

To speed preparation of the forms for multiple schools within a petitioning LEA, it might be faster to prepare one version of the School forms with all of the district information entered first, and then save separate versions with the specific school data entered. Thus the district data would only need to be entered into the tables once. This data is very helpful to the Board in its

evaluation of each petition, as it allows them to see at a glance how each school within a petitioning district is performing relative to the overall district and the state.

Note: the Board may require LEAs to submit California Standards Test data in Science and/or History-Social Science as the assessments for those subject areas become available. Currently the History-Social Science Standards Test is scheduled to be administered in 2003 for Grade 8, and the Science Standards Test is scheduled to be administered in 2004 for Grade 5.

If you have any questions regarding the completion of these forms, please contact Kenneth McDonald, CDE Analyst, at (916) 319-0447. For general questions regarding the instructional materials petition process, contact Judy Pinegar, Manager of the CDE Waiver Office, at (916) 319-0591.